

MEMORANDUM

TO: Grant Applicants

FROM: Natalie Weeks, Cultural Arts Board Coordinator

DATE: February - 2007

RE: Grant Applications for FY 2008 Funding

The FY 2008 "General Operating" and "Special Project" grant forms, as well as information about the grant programs and the Harford County Cultural Arts Board (HCCAB) are available now on-line for your convenience. There will NOT be a mailing of these grant forms or supporting documents unless requested.

Please read all enclosed material carefully.

In order to be eligible for funding, applications must be **typed**, not bold-faced, and must be received at the HCCAB office at 212 South Bond Street, Bel Air, MD, no later than 7:00 p.m. **April 2, 2007** (No exceptions!) Any organization wishing to receive a grant must be a 501(c)(3) non-profit, tax-exempt organization in Harford County, Maryland. Only non-profit organizations or organizations in the process of receiving this status will be eligible to receive grant money. If your organization does not have tax-exempt status, it is important to file for it with the Internal Revenue Service before applying for the FY' 04 grant funds. Contact the IRS at 1-800-829-3676 and ask for Publication 557 and Forms 1023 and 1024. Or visit IRS online.

Grants are funded through fiscal appropriations from the Harford County Government and a "Community Arts Development (CAD) Program" from the Maryland State Arts Council. The HCCAB will review the applications in April and May, and the final award determination will be made in June when the actual funding level is known. Notification of amount awarded will be sent in July. A grant check of 3/4 of the total amount will be sent in September with the remaining 1/4 of the total amount sent the following February.

The grant forms are available on-line at www.harfordcountymd.gov. **The grant information is found on the right under "Public Interest" (Community Arts Development Grants) or found thru the dropdown menu "Select Department" in the center of the home page.** The forms can be typed on line, printed off, but not saved. Be sure to print a COPY for your records. If you have any questions or wish to receive a diskette, please call the office at 410-638-3578, 8 a.m. to 12 p.m. Monday through Friday.

Natalie Weeks
HCCAB Coordinator

GRANT REQUIREMENTS

Any organization receiving a grant from the Harford County Cultural Arts Board:

- Must have been incorporated in Maryland as a not-for-profit and have received 501(c)(3) tax-exempt status from the U.S. Internal Revenue Service.
- Must be located in Harford County, Maryland. Their projects, exhibitions or events must be programmed in Harford County, Maryland.
- Must submit a "Final Report", both narrative and financial by September 30th of each year. The Final Report form will be mailed to you in July. Failure to file a Final Report will result in:
 1. Requested return of the grant funds for that year;
 2. Forfeit of the awarded grant funds for the coming year, and;
 3. The inability to request funding in the future without the completion of the Final Report.
- Must give credit for grants to the Maryland State Arts Council and the Harford County Government in brochures, new releases, programs, publications and other publicity materials. When no written material is used, verbal recognition must be given. Suggested wording:

"This program has been assisted by grants from the Maryland State Arts Council and the Harford County Government through the Harford County Cultural Arts Board."
- May not use funds for capital improvements or purchases of permanent equipment.
- May not apply for funds for unfinished special projects that have received prior funding from the Community Arts Development Grant Program through the Harford County Cultural Arts Board.
- Must maintain complete and accurate records of all activities connect with the grant.
- Must notify the HCCAB coordinator in writing if a significant change is made in any HCCAB-funded program of project.
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.

Upon being awarded a grant, the organization will receive a contract stating these requirements. This contract must be signed and returned to the HCCAB.

GRANT INFORMATION

GENERAL OPERATING GRANT FY 2008

- ◆ Support Period: July 1, 2007 - June 30, 2008
- ◆ Grant Application Due: No later than 7:00 p.m. APRIL 2, 2007. There will be no exceptions.
- ◆ Purpose: This program is designed for arts organizations in the County whose programming is recognized to have substantial impact on their communities. Organizations should have a solid record of providing quality programs and services annually.

- ◆ Funding Categories:

Children's Events	Dance	Folk Arts	Literature	Media
Multi-Discipline	Music	Theater	Visual Arts	

NOTE: Organizations may apply for General Operating Grant in only ONE category.

- ◆ Eligibility:

1. An arts organization is defined as an organization established to produce or present arts-related programs or services.
2. Organization must have been incorporated in Maryland for at least two (2) years prior to the application deadline.
3. Organization must be 501(c)(3) tax-exempt and not-for-profit or in the process of receiving this status from the Internal Revenue Service.
4. Organizations must operate in Harford County.

- ◆ Support: The HCCAB does not support:

1. Capital improvements or purchases of permanent equipment.
2. Endowment campaigns or other fund-raising activities.
3. Activities for the exclusive benefit or an organization's members.

- ◆ Funding Amounts: 1/3 Harford County Cultural Arts Board
2/3 Requesting Organization



GENERAL OPERATING GRANT
APPLICATION

FY 2008
(July 1, 2007 - June 30, 2008)

DEADLINE
APRIL 2, 2007
7:00 P.M.

Harford County Cultural Arts Board
c/o Coordinator
212 South Bond Street
Bel Air, MD 21014
410-638-3578

OFFICE USE	
Rec'd _____	Req. _____
Appl # _____	Grant _____
Panel _____	Denied _____

Under which artistic category are you applying? Check only one.

_____ Children's Event	_____ Literature	_____ Music
_____ Dance	_____ Media	_____ Theater
_____ Folk Arts	_____ Multi-Discipline	_____ Visual Arts

Applicant Organization _____

Applicant Address _____

City _____ State _____ Zip _____

Primary Contact Person _____ Title _____

Phone (Office) _____ Phone (Home) _____

Number of full-time paid personnel _____ Number of part-time paid personnel _____

Number of volunteers _____ Number of artists participating and/or benefiting _____

Total audience anticipated _____ Is your programming handicapped accessible: ☐ Yes ☐ No

List General Operating and Special Project Grant requests you have filed with HCCAB in the last three years:

<u>GENERAL OPERATING</u>			<u>SPECIAL PROJECT</u>		
	Requested	Received		Requested	Received
FY '07	\$ _____	\$ _____	FY '07	\$ _____	\$ _____
FY '06	\$ _____	\$ _____	FY '06	\$ _____	\$ _____
FY '05	\$ _____	\$ _____	FY '05	\$ _____	\$ _____

Date of founding _____ Date of Incorporation _____

I hereby certify that _____

Applicant Organization
is a non-profit agency, registered as such with the Internal Revenue Service and that the employer identification number/registration number is _____.

Signature of Officer _____ Title _____

ORGANIZATION HISTORY, PURPOSE, AND PLAN:

Answer the following questions carefully. Each is designed to present a comprehensive history and description of your organization. Use only the space provided.

Give a brief history of your organization:

What is the nature and scope of your organization's activities:

Discuss what you perceive to be the artistic/cultural merits and contributions of your organization to the community:

Describe the size and composition of the audiences served by your organization and the methods used to inform the public of your programs:

In answering the next three questions, please give examples of the following, if possible: service to the community; attempts to encourage and promote new and exciting art forms; attempts to reach new audiences; special and focused programs; attempts to reach or involve minority or handicapped audiences or artists. Attach one additional 8-1/2 x 11" sheet, if necessary.

Describe your organization's primary achievements during the past year **FY '06** (7/1/05 - 6/30/06)

Describe your organization's primary achievements during the current year **FY '07** (7/1/06 - 6/30/07)

Describe your organization's long term goals for the next **3** years (7/1/08 - 6/30/11)

COMPLIANCE: I, the undersigned, certify that all information contained in this application is true and accurate. I have been authorized by my board of directors to submit this application to the Harford County Cultural Arts Board on their behalf.

Signature _____ Title _____

Typed name of signer _____ Date _____

BUDGET

Include all expenses and revenues of the organization.

EXPENSES	PROPOSED YEAR FY '08 7/1/07 THRU 6/30/08	CURRENT YEAR FY '07 7/1/06THRU 6/30/7	PAST YEAR FY '06 7/1/05 THRU 6/30/06
Personnel - Artistic			
Personnel - Technical			
Personnel - Administrative			
Space (Rent & Utilities)			
Marketing (Promotional			
Supplies & Materials			
Equipment Rental			
Fundraising			
Travel			
Remaining Expenses (Itemize)			
TOTAL EXPENSES			

TOTAL EXPENSES AND TOTAL REVENUES MUST BE THE SAME AMOUNT.

REVENUES	PROPOSED YEAR FY '08 7/1/07 THRU 6/30/08	CURRENT YEAR FY '07 7/1/06 THRU 6/30/07	PAST YEAR FY '06 7/1/05 THRU 6/30/06
Cash on Hand (or carry-over)			
Admissions			
Corporate Support			
Foundation Support			
Private Support			
Government Grants			
National Endowment for the Arts			
Other Federal Grants			
Regional Grants			
Maryland State Arts Council			
Other Maryland State Grants			
MSAC/AIE (Artists in Education)			
Harford County Cultural Arts Board			
Other County/City Grants			
Loans - Commercial (non-capital)			
Loans - Private (non-capital)			
Memberships			
Fundraising			
Other Revenue (Itemize)			
HCCAB FY '08 GRANT REQUEST*			
TOTAL REVENUES			

*HCCAB Grant request may not exceed 1/3 (33-1/3%) of the total revenue, excluding in-kind contributions.

IN-KIND SERVICES:

In-kind services, normally not matched by funds from the HCCAB, are services which ordinarily would be paid for by your organization but are being voluntarily contributed to help carry out this project. Volunteer services by a professional person may be claimed at his/her regular rate as long as the services rendered are of a professional nature and are within the professional's field.

	PROPOSED YEAR FY '08 7/1/07 THRU 6/30/08	CURRENT YEAR FY '07 7/1/06 THRU 6/30/07	PAST YEAR FY '06 7/1/05 THRU 6/30/06
Cost of Service(s)			
Equipment			
Fees			
Supplies & Materials			
Travel			
Rental			
Other (Itemize)			
TOTAL IN-KIND SERVICES			